



## MY STAFF QUICK REFERENCE

[Click for PRINTABLE VERSION](#)

Best printed Double-Sided

LEO Internet Address:

<https://leo.doa.louisiana.gov/>

Menu Path: [LEO > My Staff](#)

### Who can access My Staff?

Any employee who has been designated **Chief** of an Organizational Unit in LaGov HCM.

### What employees can a Manager access?

A Manager can access all employees in the Org Unit they have been designated Chief of plus all employees in units that report to that Org unit in LaGov HCM.

A Manager will not be able to access those employees they supervise that are in Org units that do not report to the Org unit they manage or in Org units that are associated with a **different** Agency number. Those employees can be viewed under the *My Employee* tab.

## My Staff > Overview > Employee Information

### Display Options:

#### Direct Reports > Org Information

#### Employees in Org Structure > Org Information

#### Employees in Org Unit > Org Information

#### Employee Search > Org Information

- Employee Name, Personnel Number, Manager, Position Title, Staffing Ratio, Job Title, Organizational Unit, Cost Center, Personnel Area, Personnel Subarea

#### Direct Reports > Employee Data

#### Employees in Org Structure > Employee Data

#### Employees in Org Unit > Employee Data

#### Employee Search > Employee Data

- Employee Name, Personnel Number, Office Phone No., Send Email to Employee

### Employee Profile:

Select the ☐ box to the left of employees name to highlight row > Select **Employee Profile**

**General Info** – Name, Personnel No., Date of Birth, Work Email and Phone No., Personnel Structure, Organizational Data, Address Data

**Miscellaneous Tab** – for selected employee:

Organizational Assignment  
Company Property  
Absent Days  
Task Monitoring

**Overview Tab** – for selected employee:

Salary Data  
Total Compensation History  
Upcoming Training  
Training

## My Staff > Overview > Team Overview

**Birthdays & Anniversaries** – Key dates of interest include:

**Birthday:** Employee's date of birth

**Employee Conversion Date:** Date employee was converted to LaGov HCM and years employed since conversion are located in parenthesis ( ) beside employees name

**Employee Hire Date:** Date employee was hired and years employed since hire are located in parenthesis ( ) beside employees name

**Employee Rehire Date:** Date employee was rehired and years employed since rehire are located in parenthesis ( ) beside employees name

**Team** – Select List

### Display Options:

#### Employees > Communication

- Name, Personnel Number, Office Phone Number, Email Address

#### Employees > Organizational

- Name, Personnel Number, Organizational Unit, Position Title

**NOTE:** Beside employee name select

Menu > **Profile Applications** >

**Employee Profile**

(See *Team > Employee Information > Employee Profile* for further information)

#### Organizations > Cost Center

- Org Name, Org Number, Cost Center Name, Controlling Area

#### Organizations > General Data



- Org Name



My Staff > Overview > Team Reminder of Dates

Team Calendar

Calendar overview of an employee’s schedule for the months, quarters, and years (will only show 6 months back). It is color coded to show attendances, absences, holidays, non-working days, etc.

Reminder of Dates – Select Personalization

Editor  > Select the  box to the left of Title to highlight row > Click Add Selected

Assignment Blocks  > Select 

**Birthdays & Anniversaries Tab** – Key dates of interest include: Birthday, Employee Conversion Date, Employee Hire Date, Employee Rehire Date

**Task Monitoring Tab** – Key dates of interest include: Pending Permanent Status Date, Detail End Date, LOA Classified/Unclassified End Date, Next CPG Eligible Date, Drop End Date

My Staff > Overview > Organization

Display Options:


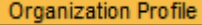
All Organizational Units > Organizational Information  
Organizational Structure > Organizational Information

- Organization Unit, Organizational Unit ID, Manager, Cost Center, Cost Center ID

All Org Units > Staffing Information  
Org Structure > Staffing Information

- Organizational Unit, Organizational Unit ID, Number of Positions, Number of Employees, Number of Vacancies

Organization Profile:

Select the box  to the left Org Unit name to highlight row > Select 

**General Info** – Organization Unit Number, Company Code, Business Area, Personnel Area, Controlling Area, Cost Center

Qualifications

Qualifications Group  
Qualification  
Number of Employees having the Qualification  
Group Proficiency

Position Holders

Position Title  
Position ID Number  
Holders


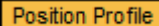
My Staff > Overview > Organization > Position Information

Display Options:

Direct Positions  
Positions from Organizational Structure  
Position Search

- Position Name, Position ID Number, Organizational Unit, Cost Center, Position Holder, Vacant as of

Position Profile:

Select the box  to the left of position name to highlight row > Select 

Position Description

Cost Distribution  
Coming Soon




Position Holders

Holders Name, Capacity, Hours Per Month

Compensation

Pay Grade Type, Pay Grade, Pay Grade Area, Pay Grade Level, Compensation Range, Reference Amount, Time Unit

Basic LEO Navigation Buttons

<u>Graphic</u>	<u>Results</u>
	Collapse window so no longer visible
	Open a window so screen is visible.
	Search on a keyword (don’t use asterisks).

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